

JOB DESCRIPTION

TITLE: CLASS TEACHER

RESPONSIBLE TO: HEADTEACHER AND HUB ADVISORY BOARD

GRADE: MPS/UPS

PURPOSE OF POST:

To carry out the professional duties of a teacher as circumstances may require and in accordance with the school's policies.

To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils aged 4-11 and support a designated curriculum area as appropriate.

PRINCIPAL RESPONSIBILITIES:

Professional Standards for Teachers (September 2012). It is your responsibility to ensure that your professional skills, knowledge and understanding are up to date and match the requirements of your current post. The school will provide support. The Head Teacher is responsible for deployment, direction, guidance, monitoring and support and will provide feedback about performance.

AREAS OF RESPONSIBILITY AND KEY TASKS

PUPIL CARE:

- to promote and safeguard the welfare of children ensuring that pupils under your care are safe from physical and emotional harm
- to ensure pupils feel safe and valued
- to have a secure understanding of the school's child protection and safeguarding policies and procedures

TEACHING AND LEARNING:

Teach allocated pupils by planning their teaching to achieve progression of learning through:

- identifying clear teaching objectives and specifying how they will be taught and assessed
- setting tasks which challenge pupils and ensure high levels of interest
- setting appropriate and demanding expectations
- setting clear targets, building on prior attainment
- identifying children with special educational/additional needs or very able pupils
- provide clear structures for lessons maintaining pace, motivation and challenge
- make effective use of assessment and ensure coverage of programmes of study
- ensure effective teaching and best use of available time
- monitor and intervene to ensure sound learning and discipline
- use a variety of teaching methods to:
 - I. match approach to content, structure information, present a set of key ideas and use appropriate vocabulary
 - II. use effective questioning, listen carefully to pupils, and address any errors or misconceptions.
- ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught
- evaluate their own teaching critically to improve effectiveness

- take account of pupils' needs by providing structured learning opportunities which develop the areas of learning identified in national and local policies and particularly the foundations for literacy and numeracy
- encourage pupils to communicate about and record their learning, develop self-control and independence, concentrate and persevere, and listen attentively
- use a variety of teaching strategies which involve planned adult intervention and first-hand experience.

MONITORING, ASSESSMENT, RECORDING, REPORTING

- assess how well learning objectives have been achieved and use them to improve specific aspects of teaching
- mark and monitor pupils' work following the school agreed policy, give constructive feedback and share targets as required
- assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving
- to build and maintain co-operative relationships with parents/carers and to communicate with them on pupils learning and progress, drawing attention to special skills and talents as well as to problems or difficulties
- to provide and contribute to oral and written assessments and reports.

OTHER PROFESSIONAL REQUIREMENTS

- have a working knowledge of teachers' professional duties and legal liabilities
- operate at all times within the stated policies, practices and ethos of the school
- follow and ensure others comply with school and local policies and procedures for safeguarding, child protection and health and safety
- establish effective working relationships and set a good example through their presentation and personal and professional conduct
- endeavour to give every child the opportunity to reach their potential and meet high expectations
- contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school
- take responsibility for their own professional development and duties in relation to school policies and practices
- establish and maintain effective working relationships with colleagues and parents
- take on any additional responsibilities which might from time to time be determined.

The appointment is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document, the School Standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers and other current legislation.

This job description may be amended at any time following discussion between the head teacher and member of staff, and will be reviewed annually.